



Creating opportunities for the world's poor



HR Business Partner

August 2025

Job Title	HR Business Partner
Department / Team	Operations
Reporting To	Director of Finance and Operations
Number of Direct Reports	0
Location	London, UK Hybrid (min. two days per month in the London office)
Grade	2
Hours of work	Part-time (0.6 FTE, 21 hours per week) Must include Tuesdays and Wednesdays
Salary	£26,400 per annum (£44,000 per annum FTE salary)
Annual leave	Paid annual leave entitlement of 15 days per annum (after adjustment for part-time), rising by 0.6 days per annum for each completed calendar year of service up to a
Contract type	Permanent

About BRAC

BRAC is a southern development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. BRAC works with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university.

BRAC Europe

BRAC's office in Europe was founded in 2006 and is one of the four members of the BRAC Global Group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030.

BRAC office in Europe provides vital support for BRAC's development work around the world through fundraising and communications, building impactful, long-term relationships with partners, whether they be foundations, companies, Governments or major donors. BRAC office in Europe also plays a key role in engaging with and influencing policymakers and practitioners to tackle extreme poverty across Europe.

To achieve its ambitious goal, BRAC is seeking partnerships with like-minded organisations and allies across Europe. It has an ambitious target to grow its funding from the European market to £100 million over the next 24 months. To achieve its ambition BRAC is building a specialised team of partnerships specialist to be based across key European markets i.e. Norway, Sweden, Denmark, Germany, UK and Switzerland.

Role Description

About the Role

The HR Business Partner plays the critical role in delivering a professional and efficient HR service to BRAC Europe. The role encompasses all elements of HR including hiring, retaining and developing staff, maintaining positive employee relations, and ensuring compliance with all relevant laws.

The overall objective of HR in BRAC Europe is to ensure we have an optimally-structured, high performing team, working in support of our broader mission to maximise resource mobilisation for BRAC's work and to advance the organisation's advocacy goals. A particular focus is on ensuring that, as the BRAC Europe workforce increasingly diversifies away from the UK to other European countries we maintain effective compliance arrangements.

BRAC Europe is also a part of the global BRAC family alongside BRAC (in Bangladesh), BRAC International, and BRAC USA, and part of the role involves ensuring that wherever necessary in the HR context we work alongside and in support of those other organisations.

Key Responsibilities

1. Recruitment and onboarding

- Manage the recruitment process including role scoping, advertising, shortlisting, and interviewing (and liaising with recruitment consultants if applicable), working with hiring managers;
- Ensure recruitment practices are inclusive and aligned with BRAC's values;
- Plan and implement the induction programme for new staff, to ensure staff are fully supported and engaged in their first few months with BRAC Europe.

2. Performance management

- Oversee performance management, leading and managing the annual appraisal and performance development cycle and proactively improving the process where possible.

3. Learning and development

- Work with staff and line managers to identify training and development needs;
- Design and deliver the annual training plan, including cost-effective options for addressing development needs;
- Promote a culture of continuous improvement and professional development.

4. Compensation and benefits

- Oversee BRAC Europe's compensation and benefits strategy, ensuring the organisation remains competitive whilst respecting its charitable purpose and mission;
- Perform regular benchmarking of compensation and benefits;
- Liaise with BRAC Europe's outsourced payroll services company to resolve any staff payroll queries.

5. Strategic HR and organisational culture

- Advise the senior management team on workforce planning, organisational design and change management;

- Support initiatives to embed a strong organisational culture built around BRAC's core mission and values.

6. Policies and compliance

- Oversee all HR systems, processes and documentation, maintaining accurate and confidential HR records;
- Manage employment contracts, including any changes to contractual terms;
- Provide training and briefings to staff on BRAC Europe's HR policies and processes;
- Remain informed on employment law in the UK and other European countries in which BRAC Europe employs staff;
- Maintain all HR policies and the Staff Handbook, ensuring these are regularly reviewed and updated to ensure compliance with employment law and best practice.

7. Employee relations

- Act as first point of contact on HR matters for staff;
- Provide advice and support on employee relations issues including absence, grievances, disciplinary matters and performance, including obtaining legal advice where required.

Required Skills and Competencies

Qualifications	• CIPD Level 5 qualified (or equivalent by experience) (essential)
Experience and knowledge	• Proven experience in a manager / business partner HR role, ideally in a small organisation or charity (essential); • Strong working knowledge of UK employment law and HR good practice (essential), and familiarity with these in Nordic countries, Germany, Belgium or Netherlands (desirable); • Experience of managing sensitive processes including grievance and disciplinaries (essential); • Experience of designing and revising HR policies and processes including recruitment, performance management, and compensation and benefits (essential); • Experience of leading staff learning and development processes, including sourcing external training (desirable); • Experience of supporting senior management teams on strategic HR and organisational culture matters (essential).
Skills and attributes	• Empathetic, approachable and discreet; able to quickly build trust at all levels of the organisation; • Excellent communicator, able to write simple, jargon-free policies and to explain complex policy / legal points clearly; • Strong judgement, based on sound experience and technical knowledge; • Comfortable using own initiative to manage their workload and identify work that needs doing, working with minimal face-to-face supervision; • Flexible, adaptable, with the ability to switch quickly from task to task; • A practical, problem-solving approach and a can-do attitude.



Terms of appointment

- Salary £26,400 per annum (£44,000 per annum FTE salary).
- Up to 6% employer pension contribution (matched with employee). BRAC Europe operates a NEST pension scheme for staff.
- Paid annual leave entitlement of 15 days per annum (after adjustment for part-time), rising by 0.6 days per annum for each completed calendar year of service up to a maximum of 18 days per annum.
- 3 days / 21 hours a week (which must include Tuesdays and Wednesdays).
- Applicants must be eligible to work in the UK.

To apply

To apply for this role please send your CV and a covering letter explaining your interest in and suitability for the role to recruitment@braceurope.org.

The closing date for applications is **Monday 22 September 2025**.

First round interviews will be held online in the week commencing Monday 29 September. Final round interviews will be in person at BRAC Europe's London office in the week commencing Monday 6 October.

Equal Opportunity Policy

BRAC Europe has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Safeguarding

BRAC Europe takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC Europe.

Accessibility

If you require reasonable adjustments during the recruitment process please advise us of this when you submit your application and we will contact you to make necessary arrangements.

Your privacy

As part of any recruitment process, BRAC Europe collects and processes personal data relating to applicants. BRAC Europe is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the GDPR (General Data Protection Regulations). Please see our applicant privacy notice for more information.